RG 104, 8NS-104-94-077
Box 5

8NS-104-94-077, Miscellaneous
Correspondence & Memos, 1897-1994

"Mint-O-Gram" — Memos to Employees 1953

Mint-O-Gram

JANUARY 12, 1953

TO ALL EMPLOYEES:

SUPERINTENDENT GLADYS PYLE MORELOCK HAS JUST AGREED TO SIGN THE BIG CONTRACT! MR. NORMAN SCOTT DOW, WELL-KNOWN DENVER CONTRACTOR, HAS POPPED THE QUESTION AND THE TENTATIVE MARRIAGE DATES HAVE BEEN SET FOR FEBRUARY 14, VALENTINE'S DAY OR APRIL 5, EASTER SUNDAY.

INSUFFICIENT MONEY HAS BEEN COLLECTED TO PAY FOR OUR PIANO. COMMITTEE IS ATTEMPTING TO FIND OUT IF YOU DESIRE TO COMPLETE PURCHASE OR RETURN PIANO TO DEALER.

ONLY TWO PROTESTS TO WAGE RATES POSTED ON BULLETIN BOARD WERE FILED. THESE WERE FORWARDED TO THE BUREAU WITH REQUEST THAT THEY BE HANDLED PROMPTLY AND NOT BE ALLOWED TO DELAY WAGE INCREASE FOR OTHER PER DIEM EMPLOYEES.

FOREMAN PERCENTAGE DIFFERENTIAL PAY PLAN RECOMMENDED TO OUR WASHINGTON OFFICE IS BEING PUT INTO EFFECT THROUGHOUT DEPARTMENT OF DEFENSE THIS SPRING. HOPE COMPLETE ADOPTION BY LARGEST DEPARTMENT OF GOVERNMENT WILL STIMULATE CONSIDERATION BY TREASURY DEPARTMENT.

COMPTROLLER GENERAL HAS ANNOUNCED THAT HE WILL GIVE NEW CONGRESS A CHANCE TO ACT ON QUESTION OF VENDING MACHINE PROFITS. HIS POSITION HAS BEEN THAT ALL PROFITS SHOULD BE DEPOSITED IN TREASURY. INCIDENTALLY, WE CAN THANK MR. PARRY FOR HANDLING THE SALES OF CHRISTMAS CANDY AND TURNING OVER TO THE MINT EMPLOYEE WELFARE FUND ENTIRE PROFITS AMOUNTING TO $7.67.

COPPER SUPPLY IS STILL ADEQUATE AND PRESENT OUTLOOK IS THAT WE WILL CONTINUE CURRENT LEVEL OF OPERATIONS.

DON'T OVERLOOK MARCH OF DIMES CONTAINERS AT FRONT ENTRANCE.

MARSHALL M. REDDISH
ASSISTANT SUPERINTENDENT

APPROVED: GLADYS PYLE MORELOCK
SUPERINTENDENT

Mint-O-Gram

JANUARY 21, 1953

TO ALL EMPLOYEES:

ALL MINT INSTITUTIONS ARE STANDING BY PREPARED TO BEGIN SETTLEMENT JANUARY 26. FOLLOWING DENVER "MINTERS" ASSIGNED TO SETTLEMENT DUTY AT POINTS INDICATED: NEW YORK - CHARLES MILLER, WALTER JUDGE AND HARRY SCOTT; PHILADELPHIA - RICHARD MERRILL AND VERNE OWEN; FT. KNOX - LOUIS RHOADS AND THOMAS MALONEY; SAN FRANCISCO - THOMAS PENCE. POSSIBILITY STILL EXISTS FOR THREE SETTLEMENTS: PENDING SETTLEMENT INCIDENT TO CHANGE OF NATIONAL ADMINISTRATION, SECOND FOR INDUCTION OF NEW SUPERINTENDENT AND THE THIRD - THE REGULAR ANNUAL SETTLEMENT IN JUNE.

REFINERY IS BEING SHUT DOWN BUT OUR PRESENT PLANS CALL FOR CONTINUING COINAGE, PERHAPS ON BRONZE ALONE, DURING SETTLEMENT.

WIRING WASHINGTON TODAY THAT NO FURTHER PROTESTS HAVE BEEN RECEIVED TO WAGE SURVEY. SUBMISSION OF SURVEY TO TREASURY WAGE BOARD HAS BEEN PENDING SINCE WE SENT IN TWO PROTESTS ON JANUARY 5.

SIX HERNIA OPERATIONS LAST YEAR RESULTED IN 242 LOST-TIME DAYS CAUSING DENVER MINT EMPLOYEES TO USE $3,000 WORTH OF LEAVE TIME. SAFETY OFFICER MANNING SAYS YOUR PERSONAL SAFETY DEPENDS LARGELY ON YOU. HE SAYS "BE CAREFUL, THE INJURY YOU AVOID MAY BE YOUR OWN."

MARSHALL M. REDDISH
ASSISTANT SUPERINTENDENT

APPROVED: GLADYS PYLE MORELOCK
SUPERINTENDENT

Mint-O-Gram

JANUARY 28, 1953

TO ALL EMPLOYEES:

OUR VERY GOOD FRIEND AND SUPERINTENDENT, GLADYS PYLE MORELOCK, HAS SUBMITTED HER RESIGNATION TO THE PRESIDENT EFFECTIVE UPON BEING RELIEVED BY HER SUCCESSOR, MRS. ALMA SCHNEIDER, WHOSE APPOINTMENT WAS CONFIRMED BY THE SENATE YESTERDAY. IF FORMALITIES, SUCH AS RECEIPT OF COMMISSION FROM THE PRESIDENT, APPROVAL OF BOND, RECEIPTING FOR ALL ASSETS, ETC., ARE COMPLIED WITH PROMPTLY, MRS. SCHNEIDER WILL TAKE OFFICE MONDAY OR TUESDAY OF NEXT WEEK.

SETTLEMENT NOW IN PROGRESS WILL INCLUDE VERIFICATION OF ALL ASSETS CHECKED AT REGULAR SETTLEMENTS AND, IN ADDITION, 10% OF THE GOLD IN VAULTS UNDER JOINT SEAL. SETTLEMENT COMMITTEE HERE IS AS FOLLOWS: FROM SAN FRANCISCO MINT - CHAIRMAN MORRIS BOLEY, JOHN BREKLE, FRANK SMITH AND FRANK ROUNDS; FROM PHILADELPHIA MINT - FRANK CAMPBELL; FROM NEW YORK ASSAY OFFICE - PAUL MAGUIRE; AND FROM GENERAL ACCOUNTING OFFICE, DENVER BRANCH - THOMAS STRAUB AND TILMON SCHRANK. HJALMAR PERSMAN SENT TO FORT KNOX FOR SETTLEMENT DUTY, REPLACING THOMAS MALONEY WHO IS STILL REELING FROM VIRUS ATTACK.

WASHINGTON OFFICE YIELDED TO BOTH PROTESTS FILED HERE TO WAGE SURVEY, AND WILL RECOMMEND TO TREASURY WAGE BOARD ENTIRE SCHEDULE OF WAGES AS ORIGINALLY PROPOSED. SOME TIME HAS BEEN REQUIRED TO REVISE WAGE SURVEY REPORT AND RECOMMENDATIONS OF WASHINGTON OFFICE. HAVE ASKED DIRECTOR TO NOTIFY US WHEN SURVEY GOES TO TREASURY WAGE BOARD.

MARSHALL M. REDDISH
ASSISTANT SUPERINTENDENT

APPROVED: GLADYS PYLE MORELOCK, SUPERINTENDENT

Mint-O-Gram

DENVER, COLORADO FEBRUARY 9, 1953

TO ALL EMPLOYEES:

THE SECRETARY OF THE TREASURY HAS SENT ME THE OATH OF OFFICE TO BE ADMINISTERED AND THE PRESIDENTIAL COMMISSION TO BE DELIVERED TO THE INCOMING SUPERINTENDENT. INSTRUCTIONS REGARDING THE TRANSFER OF ASSETS HAVE ALSO BEEN SENT ME BY THE DIRECTOR OF THE MINT. YOU ARE INVITED TO WITNESS THE INDUCTION CEREMONY AT 9:30 THIS MORNING. WHEN YOU LOOK OVER THE GUEST LIST, I THINK YOU WILL BE AS PLEASED AS I AM TO SEE THE NAMES OF SO MANY DISTINGUISHED LEADERS IN THE FIELD OF PUBLIC AFFAIRS.

WE EXTEND TO MRS. SCHNEIDER OUR MOST SINCERE WELCOME AND PLEDGE OUR FULLEST COOPERATION. IN THE PAST FEW YEARS YOU HAVE SUCCEEDED IN GREATLY REDUCING THE COST OF COINAGE AT A TIME WHEN PRICES AND WAGES HAVE ADVANCED APPRECIABLY. YOU WILL NOT BE DISMAYED BY CONTINUED REQUESTS FOR EFFICIENCY AND ECONOMY.

IT HAS BEEN A PLEASURE TO WORK WITH OUR GRACIOUS OUTGOING SUPERINTENDENT, MRS. GLADYS PYLE MORELOCK, DURING THE PAST MONTHS. WE ALL JOIN IN WISHING HER MUCH HAPPINESS IN HER APPROACHING MARRIAGE.

SINCE IT IS NECESSARY TO START PRODUCTION IMMEDIATELY AFTER THE CEREMONY SO GUESTS MAY SEE OUR PLANT IN OPERATION, IT WILL NOT BE POSSIBLE FOR MRS. SCHNEIDER TO GREET YOU INDIVIDUALLY UNTIL LATER. SHE IS LOOKING FORWARD TO MEETING EACH OF YOU THIS AFTERNOON AND TOMORROW.

THE FOLLOWING PROGRAM AND GUEST LIST IS FOR YOUR PRESENT USE AND A MEMENTO OF AN IMPORTANT OCCASION.

MARSHALL M. REDDISH
ASSISTANT SUPERINTENDENT

PROGRAM

WELCOME TO GUESTS

MRS. MORELOCK EXTENDS GREETINGS

READING OF CONGRATULATORY MESSAGES

IMPROMPTU REMARKS BY DISTINGUISHED GUESTS

ADMINISTERING OF OATH OF OFFICE TO MRS. SCHNEIDER
BY COLORADO SUPREME COURT JUSTICE FRANCIS J. KNAUSS

DELIVERY OF RECEIPT AND ACCEPTANCE OF COMMISSION
BY MRS. SCHNEIDER

PRESENTATION OF THE KEY TO THE MINT BY CAPTAIN OF
THE GUARD, JACK CARLSON

PRESENTATION OF FLOWERS FROM EMPLOYEES OF THE MINT
BY HARRY BASKIND

WELCOME TO MRS. SCHNEIDER

RESPONSE - MRS. SCHNEIDER

MRS. SCHNEIDER RECEIVES INVITED GUESTS

CONDUCTED TOURS OF THE MINT FOR GUESTS

THOSE ACCEPTING INVITATIONS TO ATTEND THE CEREMONY ARE SHOWN IN THE FOLLOWING GUEST LIST:

JOHN Q. ADAMS

GEORGE H. ALLAN

EDWARD J. ALLEN

LT. GOVERNOR GORDON ALLOTT

GENE AMOLE

MRS. CLARA ANKER

MRS. LILLIAN ARMSTRONG

MRS. R. G. ARTHUR

AVERY A. BATSON

E. R. BENKE

MISS JO BENNETT

MRS. JULIUS BERBERT

GEORGE BERGER, JR.

JOSEPH BICKING

MRS. JOSEPH BICKING

FRANK BISHOP

-MORE-

MRS. ROLLIE BRADFORD

PRICE BRISCOE

CHARLES E. BROKAW

JACK BROWN

MRS. JACK BROWNE

HOMER BRUCE

MRS. JUDD BRUNS

JOHN BUCHANAN

MYRON T. BUNGER

MRS. RALPH CARR

MRS. JOSEPHINE CAVANAUGH

SENATOR VERNE CHEEVER

CHINA R. CLARKE

HARRY CLIFF

MRS. HARRY CLIFF

JOSEPH L. COHEN

MRS. KATHLEEN COLLIER

GEORGE E. COLLISON

MRS. GEORGE E. COLLISON

JUDGE JOSEPH E. COOK

DR. R. COOLEY

MRS. R. COOLEY

B. W. CORBETT

MRS. GERTRUDE CRESS

ARTHUR DAVIDSON

MRS. ARTHUR DAVIDSON

MRS. JOE DAVIS

JOHN J. DENNY

MRS. EDWARD DONNELLAN

MRS. GEORGE DOZOIS

DELBERT M. DRAPER

DUKE DUNBAR

MRS. MABEL DURHAM

J. H. EAST, JR.

MRS. CHET ECCLES

MRS. BLANCHE ELLIOTT

MRS. CARL ENLOW

C. E. EVANS

J. CHALMERS EWING

EARL EWING

MRS. ALICE FAIRCHILD

JACK FITZPATRICK

JACK FOSTER

MRS. W. B. FULKERSON

MRS. EVELYN GARRAMONE

MRS. GRACE GIEHM

DR. J. L. GODDARD

MRS. MILDRED GOODRICH

J. P. GOOGE

MRS. MAUDE GRAVESTOCK

STANLEY G. GREENE

MRS. RUTH HACKSTAFF

-MORE-

MRS. EDITH HAGOOD

MRS. ANNA HALL

MRS. ORPHA HALL

MRS. HALL

OTTO HALKOWEIZ

MRS. OTTO HALKOWEIZ

STEPHEN D. HALLIGAN

DAVID HAMIL

RALPH HARMON

G. B. HAWLEY

MRS. G. B. HAWLEY

WILLIAM B. HAYWARD

SENATOR MARTIN HOLHOLM

JOHN HOLM

MRS. LORENE HORTON

DR. MARY HOTALING

MISS HAZEL HUMPHREY

MRS. L. E. HUMPHREY

ED HUNTER

MRS. RALPH JENSEN

M. C. JOHNSON

MRS. CECELIA KALLAY

MRS. M. J. KEEVER

MRS. C. M. KITTREDGE

CORNELIUS KITTREDGE

MRS. CORNELIUS KITTREDGE

MASTER JOHN KITTREDGE

MASTER PETE KITTREDGE

OTTO G. KLEIN

JUDGE FRANCIS J. KNAUSS

MRS. FRANCIS J. KNAUSS

RACHEL LEE

MRS. FLORENCE LEONARD

MRS. GRAYCE LEYDEN

EMIL LINDSETH

W. L. LLOYD

FRANK W. LOHN

KENNETH T. LOUGHLIN

LEE MC CARTY

MRS. LEE MC CARTY

L. N. MC CLELLAN

COLONEL J. T. MC DANIEL

MRS. P. C. MC GREW

ALEXIS MC KINNEY

MRS. MIRIAM MARTINSON

DR. GLADYS MASON

DR. M. L. MATTE

COLONEL A. W. MEETZE

MRS. C. M. MILLER

MRS. K. J. MILLER

MISS MARY MOORE

MRS. WALTER MOORE

-MORE-

J. R. MORGAN

MRS. MARTIN MULHOLM

MRS. NEWYAHR

MRS. PAUL S. NICE

MRS. R. E. NIECE

EARL NOBLE

MRS. NELL NOBLE

D. D. OBERLE

GENE O'FALLON, JR.

BERNICE OSTLING

CHARLES O. PARKER

HERBERT PARKER

MRS. HERBERT PARKER

ELMER PARSON

MISS JOAN PATTRIDGE

MRS. MEL PATTRIDGE

MRS. PAUL V. PATTRIDGE

MRS. P. H. PEIFFER

C. E. PEINZE

MRS. C. E. PEINZE

MRS. A. L. PHILIPPUS

MRS. ESTHER PIEFFER

FRANK POMPONIO

ALDEN W. POOL

MISS BETTY PORTNER

GANN POSTER

GEORGE PRIEST

MRS. GEORGE PRIEST

HADLEY QUAINTANCE

MRS. MARSHALL M. REDDISH

MRS. CYRIL REED

COLONEL HOWARD E. REED

MARGARET RITCHIE

CHARLES ROBERTS

DON ROBERTSON

GENERAL PAUL ROBINSON

ALEX ROONEY

MRS. ALEX ROONEY

ALBERT H. ROSENTHAL

MRS. MYRA RYMER

DANIEL J. SCHNEIDER

WILLIAM P. SCHNEIDER

EARL E. SCHOEL

COLONEL RICHARD SCOTT

DON SEARLE

HENRY SHANK

CLIFFORD SHOTT

MRS. CLIFFORD SHOTT

SENATOR HOWARD SHULTZ

D. M. SHUTE

DEWEY M. SMITH

H. R. SMITH

-MORE-

MRS. H. R. SMITH

JOHN A. SMITH

MRS. MERLE SMITH

LEON SNYDER

RAY F. SODERQUIST

MRS. EJNER SORENSEN

GENERAL JOHN T. SPRAGUE

WALTER STALKER

F. H. STAPLETON

MRS. AGNES STEVENS

MRS. ROSE STEVENS

MAURY STRAIT

MRS. GEORGE STRINGER

MARY RENA TAYLOR

GOVERNOR DAN THORNTON

MRS. MYRTLE THORP

MRS. THYGERSON

RICHARD A. TOOMEY

MRS. WILLARD TROLANDER

COLONEL ROBERT L. TROUT

MRS. HENRIETTA URTON

WALLACE R. VAWTER

E. T. VAN VRANKEN

MRS. CHARLOTTE WALTER

DR. FRANCIS J. WEBBER

L. E. WELSHANS

MISS ROZENE WENTZ

BOB WIER

JACK W. WILLIAMS

BOB YEAMAN

MRS. JOAN YOUNG

MRS. MARTHA ZELLER

Mint-O-Gram

DENVER, COLORADO FEBRUARY 13, 1953

TO ALL EMPLOYEES:

FOLLOWING IS MESSAGE DIRECT FROM SUPERINTENDENT SCHNEIDER: "IT IS VERY DIFFICULT FOR ME TO PUT INTO WORDS MY HEARTFELT GRATITUDE TO ALL OF YOU FOR YOUR MANY KINDNESSES SHOWN ME ON MONDAY. TO ALL OF YOU WHO ASSISTED IN THE INDUCTION CEREMONIES I WANT TO SAY HOW VERY GRATEFUL I AM. THE BEAUTIFUL BASKET OF SPRING FLOWERS HOLDS THE PLACE OF HONOR IN MY OFFICE AS BEING MY FAVORITE. ALSO MY THANKS FOR THE VERY PRETTY CORSAGE WHICH I ENJOYED WEARING. I HOPE TO BE KNOWING YOU ALL BETTER AT THE EARLIEST OPPORTUNITY."

NEW WAGE SURVEY RATES APPROVED BY TREASURY WAGE BOARD AND ADMINISTRATIVE ASSISTANT TO SECRETARY OF TREASURY. DIRECTOR OF MINT HAS FIXED EFFECTIVE DATE FEBRUARY 9, AND IS STUDYING FINANCIAL SITUATION TO DETERMINE WHETHER SUPPLEMENTAL APPROPRIATION MUST BE OBTAINED FROM CONGRESS BEFORE PAYMENT CAN BE MADE. NO FURTHER ACTION TAKEN ON RECOMMENDATION TO FIX SUPERVISORS' PAY ON BASIS OF PERCENTAGE DIFFERENTIALS OVER WAGES OF WORKMEN SUPERVISED.

PRESIDENTIAL ORDER TEMPORARILY STOPPING ALL HIRING NOT EXPECTED TO CURTAIL ESSENTIAL ACTIVITIES SUCH AS COINAGE. INTENTION APPEARS TO BE THAT LONG, HARD LOOK WILL BE TAKEN AT ALL SPENDING, AND EFFORT MADE TO UNCOVER ALL POSSIBLE ECONOMIES AND INCREASE EFFICIENCY.

PLANS ARE TO USE ALL AVAILABLE EMPLOYEES ON COINAGE AS SOON AS SETTLEMENT IS COMPLETED AT END OF THIS MONTH.

SAFETY OFFICER MANNING URGES ALL EMPLOYEES TO USE THE FIVE STEPPING STONES TO SAFETY: OBSERVE SAFETY RULES, WEAR PROTECTIVE EQUIPMENT, DON'T TAKE CHANCES, USE SAFEGUARDS, KEEP ALERT. SAFETY IS YOUR RESPONSIBILITY.

MARSHALL M. REDDISH, ASST. SUPERINTENDENT

APPROVED:

ALMA K. SCHNEIDER, SUPERINTENDENT

Mint-O-Gram

DENVER, COLORADO MARCH 4, 1953

TO ALL EMPLOYEES:

WAGE SURVEY INCREASE FOR PER DIEM EMPLOYEES FOR THE PERIOD MARCH 1 TO MARCH 14 WILL BE INCLUDED IN PAY CHECKS HANDED OUT ON WEDNESDAY, MARCH 25. INCREASES FROM EFFECTIVE DATE OF FEBRUARY 9 THROUGH FEBRUARY 28 WILL BE PAID AS SOON THEREAFTER AS POSSIBLE.

DENVER MINT COIN SHIPMENTS SHOULD BE GREATLY INCREASED BETWEEN NOW AND JUNE 30 DUE TO FACT THAT WE WILL BE SUPPLYING THE EAST WITH COIN DURING THAT PERIOD. PHILADELPHIA MINT WILL BE CONCENTRATING ON FOREIGN COINAGE. DIRECTOR HAS ASKED US TO COIN NICKEL RECENTLY RECEIVED AS SOON AS POSSIBLE, AND THEN TO CONCENTRATE ON PRODUCTION OF SILVER COINS.

GOVERNMENT CONTROLS HAVE BEEN REMOVED FROM COPPER. PRICES ARE RISING, BUT IT APPEARS METAL WILL BE EASIER TO OBTAIN.

CAROLYN JENNER IS SIGNALING FOR HELP ON RED CROSS DRIVE. ABOUT 50 PER CENT OF US HAVEN'T REPORTED TO HER YET.

FOREMEN DIRECTING THE PHYSICAL HANDLING OF VALUES AT RECENT SETTLEMENT ARE TO BE COMPLIMENTED. THIRTY-FIVE THOUSAND BARS AND TWENTY THOUSAND BAGS OF COIN WERE HANDLED IN ADDITION TO OTHER MATERIALS. ONLY 3 MINOR INJURIES WERE SUFFERED. THESE WERE: ONE TURNED ANKLE, AND TWO PINCHES.

MARSHALL M. REDDISH
ASSISTANT SUPERINTENDENT

APPROVED: ALMA K. SCHNEIDER
SUPERINTENDENT

Mint-O-Gram

DENVER, COLORADO MARCH 26, 1953

TO ALL EMPLOYEES:

HAVE SHIPPED OVER 119,000,000 COINS SINCE JANUARY 1 AS AGAINST 24,000,000 COINS AT SAME TIME LAST YEAR. DISREGARD RUMORS; WHILE NEW HIRING IS STILL FROZEN, PRESENT PLANS CALL FOR RETAINING ALL PERSONNEL TO PRODUCE COIN TO MEET INCREASED HIGH DEMAND.

BUREAU OF MINT IN WASHINGTON HAS PROMISED TO ABSORB RECENT PAY INCREASE TO PER DIEM EMPLOYEES THROUGH INCREASED EFFICIENCY. WE WILL BE EXPECTED TO MAINTAIN CURRENT YEAR'S PRODUCTION RATE WITH PRESENT PERSONNEL. NATIONAL POLICY ALSO REQUIRES THAT NECESSITY FOR ALL WORK AND EXPENDITURES BE QUESTIONED AND ALL OF US JOIN IN HOLDING COST OF OPERATION TO MINIMUM.

SUPERINTENDENT SCHNEIDER HAS APPROVED NEW SAFETY PROGRAM REQUIRING PARTICIPATION OF ALL OF US IN DEVELOPING SAFER WORKING METHODS. HERETOFORE WE HAVE TRIED TO STOP ACCIDENTS BY PROPOSING ONE MECHANICAL IMPROVEMENT AFTER ANOTHER. SAFETY OFFICER MANNING SAYS IT'S TIME TO STOP THINKING SO MUCH ABOUT MACHINES AND START THINKING MORE ABOUT PEOPLE. THE SAFE WORKING METHODS WHICH YOU HELP TO DEVELOP WILL BE THE BEST SAFETY GUARDS WE CAN INSTALL. SAFETY MEETINGS WILL BE HELD IN EACH SECTION MONTHLY. VOICE YOUR IDEAS AS TO HOW SAFER METHODS CAN BE DEVELOPED. UNDER THE NEW SAFETY PROGRAM YOUR SUGGESTIONS MUST BE CONSIDERED.

MARSHALL M. REDDISH
ASSISTANT SUPERINTENDENT

APPROVED:

ALMA K. SCHNEIDER
SUPERINTENDENT

Mint-O-Gram

DENVER, COLORADO APRIL 17, 1953

TO ALL EMPLOYEES:

FAREWELL DINNER IS BEING HELD IN WASHINGTON, MONDAY NIGHT, APRIL 20 FOR MRS. NELLIE TAYLOE ROSS. HER LAST DAY AS DIRECTOR WILL BE APRIL 30.

SINCE JANUARY 1ST HAVE SHIPPED 170 MILLION COINS COMPARED WITH 53 MILLION AT SAME TIME LAST YEAR. WILL CONTINUE ALL SILVER PRODUCTION PROGRAM UNTIL SETTLEMENT EXCEPT FOR SHORT INTERRUPTION NEXT MONTH TO COIN NICKEL.

INSTRUCTIONS FROM WASHINGTON OFFICE APPEAR TO REQUIRE THAT LONG ESTABLISHED POLICY OF ALLOWING EMPLOYEES TO WASH UP, TAKE SHOWERS AND CHANGE CLOTHES BEFORE END OF SHIFT BE DISCONTINUED. ONLY EXCEPTION WOULD BE WHERE AS A MATTER OF SECURITY THEY ARE REQUIRED TO WASH UP IN MINT AND LEAVE WORK CLOTHING HERE. ASKING WASHINGTON OFFICE FOR CLARIFICATION BEFORE PUTTING INSTRUCTIONS INTO EFFECT.

SINCE THERE APPEARS TO BE SOME MISUNDERSTANDING AS TO HOURS DURING WHICH FIRST AID ROOM IS OPEN, NURSE IS ON DUTY FROM 9:30 A.M. TO 5:30 P.M., EXCEPT FOR SHORT LUNCH PERIOD. THESE HOURS WERE ARRANGED LAST YEAR IN ORDER TO PROVIDE SERVICE TO BOTH DAY AND AFTERNOON SHIFTS.

CAROLYN JENNER IS IN CHARGE OF OUR CANCER DRIVE. HAVE YOU SEEN HER YET ABOUT YOUR CONTRIBUTION?

FOREMEN HAVE EXPRESSED CONSIDERABLE INTEREST IN OUR NEW SAFETY PROGRAM. THEY WILL EXPLAIN PROGRAM IN MONTHLY MEETINGS WITH YOU BEGINNING NEXT WEEK.

MARSHALL M. REDDISH
ASSISTANT SUPERINTENDENT

APPROVED: ALMA K. SCHNEIDER
SUPERINTENDENT

Mint-O-Gram

MR. PHILIPPOS

DENVER, COLORADO MAY 5, 1953

TO ALL EMPLOYEES:

THREE BUREAU OF THE MINT OFFICIALS FROM WASHINGTON ARRIVED TODAY TO SEEK WAYS TO BRING ABOUT GREATER ECONOMY AND EFFICIENCY IN OUR OPERATIONS, AS REQUIRED BY THE NATIONAL ADMINISTRATION. THEY ARE: FRED TATE, ASSISTANT CHIEF ACCOUNTANT, GUNNAR WIGGEN, INTERNAL AUDITOR, AND BEN HOLLYFIELD, CHIEF COST ACCOUNTANT. WE ARE FORTUNATE IN HAVING A COMMITTEE SO WELL INFORMED ON, AND SYMPATHETIC TO, MINT PROBLEMS. MR. TATE WAS CHAIRMAN OF THE WORK SIMPLIFICATION COMMITTEE AND STUDIED OPERATIONS OF ALL MINTS A FEW YEARS AGO, CONTRIBUTING IMMEASURABLY TO THEIR MODERNIZATION.

HOPE THAT ANY REDUCTION IN PERSONNEL REQUIRED AS RESULT OF SURVEY CAN BE ACCOMPLISHED BY DISCONTINUING THE RECRUITING OF PERSONNEL TO FILL VACANCIES.

COIN DEMAND STILL VERY HIGH. HAVE SHIPPED 204,000,000 COINS AGAINST 81,000,000 SAME TIME LAST YEAR. EXPECT TO DISCONTINUE COINAGE OPERATION BEFORE SETTLEMENT WHICH IS TENTATIVELY SCHEDULED TO BEGIN ABOUT JUNE FIFTEENTH. PLAN TO PROVIDE SETTLEMENT WORK FOR EMPLOYEES HAVING INSUFFICIENT ANNUAL LEAVE TO COVER SHUTDOWN PERIOD.

BEGINNING MAY TENTH, TOUR OF DUTY OF PER DIEM EMPLOYEES WILL BE SHOWN ON REVERSE OF TIME CARDS. PER DIEM EMPLOYEES WILL BE EXPECTED TO SHOW TIME CARDS TO GUARD AT GRILLE FOR VERIFICATION OF NAME AND TOUR OF DUTY.

THIS SYSTEM WILL PERMIT CLOSER CONTROL OF ADMITTANCE TO MINT AND WILL ALSO ASSIST IN COMPUTING PAY.

SUMMER TOURS OF MINT ARE BEING BOOKED WITH UNDERSTANDING THAT CANCELLATION MAY BE MADE IF VACANCIES NOW EXISTING ON GUARD FORCE CANNOT BE FILLED.

LETTER FROM ACTING DIRECTOR HOWARD SAYS BUREAU OF MINT LAGS BEHIND ALL OTHER BUREAUS OF TREASURY DEPARTMENT IN SAFETY PROGRAM, EVEN THOSE ENGAGED IN INDUSTRIAL OPERATIONS, SUCH AS COAST GUARD AND BUREAU OF ENGRAVING AND PRINTING. HE POINTS OUT THAT SUPERVISORS AND FOREMEN ARE KEY MEN IN SAFETY PROGRAM AND SHOULD ACCEPT THEIR RESPONSIBILITY; ALSO THAT EMPLOYEES ARE EXPECTED TO TAKE ACTIVE PART IN SAFETY PROGRAM.

MARSHALL M. REDDISH
ASST. SUPERINTENDENT

APPROVED:

ALMA K. SCHNEIDER
SUPERINTENDENT

Mint-O-Gram

TO ALL EMPLOYEES: DENVER, COLORADO MAY 12, 1953

REGRET THAT WE MUST CALL YOUR ATTENTION TO FOLLOWING MESSAGE JUST RECEIVED FROM WASHINGTON OFFICE:

"CONCERNING 'CLEAN UP' TIME, WE REGRET THAT THERE IS NO GENERAL AUTHORITY UNDER WHICH WE MAY AUTHORIZE YOU TO REGARD SUCH TIME AS PART OF THE EMPLOYEE'S OFFICIAL EIGHT HOUR TOUR OF DUTY. IT IS REALIZED THAT A NUMBER OF THE EMPLOYEES WILL NEED TO WASH OR BATHE BEFORE APPEARING ON THE STREETS BUT, UNLESS OFFICIAL MINT REGULATIONS REQUIRE THAT IT BE DONE AS A MATTER OF SECURITY, SUCH TIME AS MAY BE REQUIRED FOR THESE PURPOSES MAY NOT BE CONSIDERED AS A PART OF THE EMPLOYEE'S OFFICIAL EIGHT HOUR TOUR OF DUTY."

BEGINNING TOMORROW - WEDNESDAY MAY 13 - ALL EMPLOYEES WILL BE EXPECTED TO REMAIN IN THEIR WORKROOMS UNTIL THEIR EIGHT HOUR TOUR OF DUTY IS COMPLETE. BUREAU ALSO STATED THERE SHOULD BE NO LOITERING IN WASHROOMS OR LINING UP IN HALLS OR IN FRONT OF TIME CLOCKS BEFORE EIGHT HOURS HAVE BEEN WORKED.

work to 4:00

BUREAU IS INQUIRING FURTHER INTO WHETHER WE CAN CONTINUE TO TREAT LUNCH PERIOD OF PER DIEM EMPLOYEES AS PART OF THEIR EIGHT HOUR TOUR OF DUTY.

IF PRESENT MANAGEMENT SURVEY DISCLOSES SHORT CUTS OR ENABLES US TO DISPENSE WITH CERTAIN OPERATIONS, PRESENT PLAN IS TO ASSIGN PERSONNEL RELEASED THEREBY TO OTHER OPERATIONS TO INCREASE PRODUCTION.

MARSHALL M. REDDISH
ASSISTANT SUPERINTENDENT

APPROVED:

ALMA K. SCHNEIDER
SUPERINTENDENT

Mint-O-Gram

TO ALL EMPLOYEES DENVER, COLORADO JUNE 10, 1953

EFFORTS OF SUPERINTENDENT SCHNEIDER TO MAKE DENVER MINT GREATER TOURIST ATTRACTION ARE BEARING FRUIT. OBTAINING AUTHORITY TO APPOINT THREE TOUR LEADERS FOR THE SUMMER MAKES IT POSSIBLE FOR US TO ADMIT THOUSANDS OF TOURISTS. DISPLAY CASES WILL BE PLACED IN LOBBY AND IN VARIOUS POINTS ON BALCONY CONTAINING SPECIMENS OF METAL IN VARIOUS STAGES OF COINAGE; ALSO PICTURES ILLUSTRATING OPERATIONS. INCIDENTALLY, YOU MIGHT LIKE TO SAY HELLO TO OUR NEW TOUR LEADERS - ROBBIN SIMMONS, GERALD CAVANAUGH AND JAMES MANLEY.

Tour Leaders

313,000,000 COINS SHIPPED SINCE JANUARY 1 AS AGAINST 164,000,000 SAME TIME LAST YEAR. DISREGARD RUMORS ABOUT LAY-OFFS AND REDUCTION OF COINAGE OPERATIONS. RECOMMENDATIONS OF MANAGEMENT SURVEY COMMITTEE STILL UNDER STUDY. IF ANY OPERATION IS STREAMLINED, IT IS STILL PLANNED TO SHIFT EMPLOYEES TO OTHER WORK SO AS TO INCREASE PRODUCTION.

COINAGE OPERATIONS WILL SHUT DOWN FOR SETTLEMENT JUNE 12 AND BE RESUMED JULY 6. SETTLEMENT AND CLEAN-UP WORK ARE BEING OFFERED EMPLOYEES SHORT OF LEAVE. SETTLEMENT COMMITTEE WILL BE AS FOLLOWS: FROM WASHINGTON OFFICE, ARTHUR PROBEY, CHAIRMAN, AND CLYDE L. CLINE; PHILADELPHIA, JOSEPH A. BOLAND AND JOHN W. KLATT; FORT KNOX, ALBERT B. EVANS.

Com-

BEST WISHES FOR A GOOD VACATION.

MARSHALL M. REDDISH
ASSISTANT SUPERINTENDENT

APPROVED:

ALMA K. SCHNEIDER
SUPERINTENDENT

Mint-O-Gram

TO ALL EMPLOYEES: DENVER, COLORADO JULY 7, 1953

WELCOME BACK, YOU MINT EMPLOYEES WHO HAVE BEEN ON VACATION. WE HOPE YOU HAD A PLEASANT TIME IN SPITE OF THE UNPRECEDENTED HEAT.

WE HAVE RECEIVED NOTICE FROM LELAND HOWARD, ACTING DIRECTOR OF THE MINT, TO DISCONTINUE THE SERVICES OF OUR NURSE, ELSIE WEAVER. THE BUREAU HAS ORDERED INTO IMMEDIATE EFFECT AT ALL OF THE MINTS, THE RELEASE OF ALL NURSES. THEY EXPECT TO SAVE MORE THAN $15,000 A YEAR BY THIS MOVE. OUR BUDGET WILL BE CUT SHARPLY AND YET WE MUST ABSORB THE RECENT WAGE INCREASES. A SURVEY OF THE ACCIDENT RATE AT ALL MINTS WOULD SEEM TO MAKE THE SERVICES OF A NURSE UNNECESSARY. IN ANY EVENT, WHETHER WE DISAGREE OR NOT, IT IS AN ORDER WE MUST ACCEPT.

THE MANY YEARS ELSIE HAS SERVED YOU SO FAITHFULLY HAVE ENDEARED HER TO ALL OF YOU AND IT IS WITH REAL REGRET THAT WE SEE HER GO. WE WILL DO EVERTHING POSSIBLE TO ASSIST HER IN LOCATING IN SOME OTHER FEDERAL SERVICE.

WE REGRET THE NEED FOR THE RECENT "SHAKE DOWN" OF OUR EMPLOYEES. IT WAS CAUSED BY A WAVE OF PILFERING IN THE LOCKERS. IT IS UNFORTUNATE THAT A FEW UNSCRUPULOUS EMPLOYEES CAUSE THE MANY FINE, TRUSTWORTHY PEOPLE HERE SUCH ANNOYANCES. HOWEVER, THERE SEEMS TO BE NO OTHER WAY TO CATCH THOSE GUILTY OF BREAKING THEIR TRUST.

THERE WILL BE MORE OF SUCH SEARCHES WHENEVER NECESSARY. ANYONE SEARCHED SHOULD NOT FEEL HE IS UNDER SUSPICION -- IT MAY BE A SPOT CHECK MADE NUMERICALLY AND FAIRLY OFTEN. IT IS THE PRACTICE AT PHILADELPHIA TO HAVE SUCH SEARCHES.

WE REQUEST THAT THOSE WORKING IN THE COINING DIVISION TURN DOWN THE CUFFS OF THEIR TROUSERS BEFORE QUITTING WORK. IN THE HANDLING OF COINS AND BLANKS, IT

IS IMPOSSIBLE TO KEEP FROM DROPPING SOME AND THEY OFTEN CATCH IN THE CUFFS.

A FURTHER SECURITY MEASURE IS THE INSTALLATION OF LOCKERS AT THE FRONT DOOR. PACKAGES MUST BE LEFT THERE OR ELSE BE OPENED FOR INSPECTION. EVERY PARCEL NOT PLACED IN A LOCKER WILL BE OPENED BEFORE LEAVING. IT IS NO LONGER NECESSARY TO OPEN EVERY LUNCH BOX. THE GUARD WILL DO SPOT INSPECTIONS HENCEFORTH.

THESE REGULATIONS APPLY TO EVERY EMPLOYEE OF THE MINT, INCLUDING THE SUPERINTENDENT AND ASSISTANT SUPERINTENDENT.

ALMA K. SCHNEIDER
SUPERINTENDENT

Mint-O-Gram

TO ALL EMPLOYEES: DENVER, COLORADO JULY 23, 1953

FUNDS HAVE BEEN ALLOTTED BY WASHINGTON OFFICE FOR FIRST QUARTER OF FISCAL YEAR TO MAINTAIN PRESENT COINAGE PROGRAM. EVERY INDICATION IS THAT COINAGE WILL BE CONDUCTED AT PRESENT LEVEL THROUGHOUT THIS FISCAL YEAR. HAVE SHIPPED 416,000,000 COINS AS AGAINST 254,000,000 SAME TIME LAST YEAR.

REFINERY WILL REMAIN CLOSED THIS FISCAL YEAR. WASHINGTON OFFICE HAS INSTRUCTED US TO REASSIGN ELECTROLYTIC REFINERS "B" AND REFINERY HELPERS TO JOBS TO WHICH THEY ARE NOW TEMPORARILY DETAILED WITHOUT REDUCTION OF PAY. INSTRUCTIONS ARE TO REQUEST CIVIL SERVICE COMMISSION TO RENEW PRESENT DETAIL OF OTHER REFINERY EMPLOYEES.

BUREAU HAS SET NOVEMBER 15 AS TENTATIVE DATE TO BEGIN NEXT WAGE SURVEY. TWELVE COMPANIES INCLUDED IN OUR LAST SURVEY WILL BE SURVEYED BY BUREAU OF LABOR STATISTICS WHICH IS SUPERVISING A JOINT SURVEY FOR ALL FEDERAL AGENCIES. WHILE FURTHER INSTRUCTIONS ARE TO BE ISSUED, IT IS ASSUMED THAT REMAINING COMPANIES WILL BE SURVEYED BY US AS HERETOFORE.

REASSIGNMENTS ARE BEING WORKED OUT FOR ALL EMPLOYEES MADE AVAILABLE FOR OTHER WORK BY REASON OF CURTAILMENT OF WEIGHING AND ABSORPTION OF DEPOSIT SECTION BY CASHIER DIVISION. IN MOST CASES NO REDUCTION IN PAY WILL BE SUFFERED.

EXPLANATION OF NEW LEAVE LAW WILL BE DRAFTED SHORTLY AND GIVEN TO ALL OF YOU. BEGINNING WITH CALENDAR YEAR 1954, TREASURY DEPARTMENT ORDER REQUIRES EMPLOYEES CARRYING OVER MORE THAN 30 DAYS ANNUAL LEAVE TO USE 9 DAYS OF THE EXCESS EACH YEAR IN ADDITION TO YEARLY LEAVE EARNINGS.

MARSHALL M. REDDISH
ASSISTANT SUPERINTENDENT

APPROVED: ALMA K. SCHNEIDER
SUPERINTENDENT

Mint-O-Gram

TO ALL EMPLOYEES: DENVER, COLORADO OCTOBER 5, 1953

DEMAND FOR COIN CONTINUES TO BE HEAVY. HAVE SHIPPED 671,000,000 PIECES COMPARED WITH 613,000,000 AT SAME TIME LAST YEAR. HAVE AGREED TO SUPPLY PHILADELPHIA MINT WITH ONE TRUCKLOAD OF COILED BRONZE STRIPS EACH WEEK WITHOUT REDUCING OUR OWN COIN PRODUCTION. COST OF TRANSPORTING FINISHED COINS HAS BEEN CUT IN HALF SINCE WE STARTED SHIPPING BY TRUCK.

WHILE APPROPRIATION SITUATION IS TIGHT, IT APPEARS THAT RESIGNATIONS AND RETIREMENTS WILL PROVIDE REQUIRED SAVINGS. AT PRESENT TIME WASHINGTON OFFICE WILL NOT PERMIT US TO FILL ANY VACANCY WHATSOEVER.

WAGE SURVEY STILL SCHEDULED FOR NOVEMBER. COST OF WAGE INCREASE WILL UNDOUBTEDLY HAVE TO BE ABSORBED SINCE SUPPLEMENTAL APPROPRIATION COULD NOT BE OBTAINED.

ALL OF US HOPE THAT WE CAN COMPLY WITH BUREAU REQUEST THAT THERE BY NO FURTHER LOST-TIME ACCIDENTS THIS YEAR. BULLETIN BOARD SHOWS 127 DAYS SINCE LAST LOST-TIME ACCIDENT.

SUPERINTENDENT HAS HAD NUMEROUS REQUESTS FOR SOME KIND OF EMPLOYEE IDENTIFICATION CARD. HOPE THAT CARD WHICH HAS BEEN PREPARED AND IS BEING HANDED YOU WILL AID ALL WHO FELT NEED OF SOME SUCH FORM OF IDENTIFICATION.

YOU HAVE INFORMATION REGARDING SINGLE FUND DRIVE NOW BEING STARTED. HOPE THIS SINGLE DRIVE WILL BE AS POPULAR HERE AS IT HAS BEEN IN ALL OTHER GOVERNMENT AGENCIES.

MARSHALL M. REDDISH
ASSISTANT SUPERINTENDENT

APPROVED:

ALMA K. SCHNEIDER
SUPERINTENDENT

"Mint-O-Gram" — Memos to Employees 1953